

SecuritySmart

Computer User Responsibilities

Computer users are the most important component of the Laboratory's information security program. Heeding the following guidelines will help protect the Laboratory's information assets.

- Get to know your Organizational Computer Security Representative (OCSR) and Systems Security Officer (SSO).
Visit http://int.lanl.gov/security/cyber/docs/ocsr_issso_list.xls
- Complete required initial and annual information security training:
<http://int.lanl.gov/security/cyber/training/training.shtml>
- Know the sensitivity level of the data you process and how to protect that data.
- Understand the "need-to-know" concept before you share information with others.
- Recognize when a computer security incident has occurred and promptly report it to the Security Inquiry Team (SIT) at 665-3505 and your responsible line manager.

Minimum Computer Protections

- Ensure your system has been accredited for use by meeting Institutional Security Requirements (see Certification and Accreditation at <http://int.lanl.gov/security/cyber/accreditation/index.shtml>).
- Implement Laboratory password guidelines for all of your accounts and your screensaver. (See P218, Cyber Security Access Controls.)
- Enable screensaver protections whenever you're away from your computer. Configure your system to automatically engage the screensaver after 15 minutes of inactivity.
- Display the official DOE warning banner on all computer systems:
<http://int.lanl.gov/security/cyber/access/banner.shtml>
- Ensure virus protection software is installed on your system(s) and update definition files at least weekly.
- Use approved methods to complete regular backups of your data.
- Ensure that you have licenses (or proof of legal ownership) for all your applications.
- Follow the established guidelines for destroying data and salvaging computer equipment. Coordinate these activities with your OCSR and property administrator.

For more information, also see the Security Smart on Protecting Your Computer:
http://int.lanl.gov/security/documents/security-smart/2009/protect_comp509.pdf

Resources

Information Security Website: <http://int.lanl.gov/security/cyber/>
Contact: cybersecurity@lanl.gov, 665-1795